

ARKANSAS INSURANCE DEPARTMENT  
1200 WEST 3<sup>RD</sup> STREET  
LITTLE ROCK, ARKANSAS 72201  
PHONE NUMBER : 501-371-2750  
FAX NUMBER: 501-683-2604

**INSTRUCTIONS FOR AGENCY ADDITIONS  
FORM AID-LI-AGYADD(8-04)**

1. The form may be reproduced, and can be computer generated but it must be generated in the same format.
2. The information must be legible or the form will be returned—unprocessed.
3. All agency information must be completed
4. All information for the producer must be completed
5. The form must be signed and dated by an agency official.
6. Incomplete forms will be returned—unprocessed.
7. The agency check for the fee amount must be payable to the Arkansas Insurance Department.
8. Once the addition has been processed the agency will receive a certification from the Department showing this individual has been added to the agency license. This certification must be presented to all insurance companies for which the producer will write business for the agency---so the insurance company can appoint the producer.

If you have any questions regarding adding producers to **resident agencies** then please contact Lisa Hunt at 501-371-2750.

If you have any questions regarding adding producers to **non-resident agencies** then please contact Willie Hemphill at 501-371-2750.

You can verify the individuals who are on your agency license by going to the website at [www.arkansas.gov/insurance](http://www.arkansas.gov/insurance) select the License Division and then select Agency Search.